

MINUTES

Workforce Connection Of Central New Mexico Executive Board Meeting

Thursday, October 7, 2004

7:45 am

MRCOG, 317 Commercial NE, Third Floor Board Room

Call to Order- 7:55 a.m. - Bob Davey

Present

Charles Aguilar
Bob Davey
Rita Logan
Mary Lee Martin
Virginia Murphy
Nancy Renner
John Sapien
Mike Swisher
Hank Vigil

Quorum was Established

Excused

Judy Le Jeune
Bill Williams

Absent

Martin Candelaria

Approval of Thursday, November 4, 2004 Agenda

Motion: Mike Swisher

Second: Charles Aguilar

No Discussion

Action: Passed by voice vote

Tab 1: Approval of Minutes, Executive Committee- October 7, 2004

Motion: Hank Vigil

Second: Rita Logan

No Discussion

Action: Passed by voice vote

Tab 2: Monthly Expenditure Report- by Mike Swisher

- Mr. Swisher explained the monthly expenditure report of the month ending September 31, 2004

FINAL ACTION ITEMS

Two Final Action Items were discussed and voted on- All were passed by voice vote

Passed

- Approval of WFCP-20-04, Professional Services Contract to Assist in Integration of TANF
- Approval of R-04-02, Administrative Entity Financial Resolution

Tab 3: Approval of WFCP-20-04, Professional Services Contract to Assist in Integration of TANF- Introduction and Background by Lawrence Rael and Adrienne Smith.

- In September, WCCNM passed a general resolution supporting the co-location of Federal, State and Local government programs, including TANF, with WIA services.
- The resolution stated that much planning, preparation and data-gathering must occur in order to make any informed decisions on how to proceed with this integration.
- This Professional Services Contract with Lifework Learning will assist, coordinate and facilitate the gathering of information needed to proceed with full or partial TANF and WIA integration.

Discussion and Questions Followed

Motion: Hank Vigil

Second: Nancy Renner

Discussion Followed

Action: Passed by voice vote

- **Bob Davey Stated that NMDOL and the WCCNM Executive Committee should be invited to all meetings that pertain to TANF/WIA integration.**

Tab 4: Approval of R-04-02, Administrative Entity Financial Resolution- No Introduction

- The MRCOG, acting as fiscal agent, is responsible for developing internal procedures under which the WIA program will operate in the Central Area.
- The manual is to be developed by the AE/FA staff in conjunction with the MRCOG Executive Director to standardize the operating procedures to be used in fiscal administration of the WIA program.

Motion: Mike Swisher

Second: John Sapien

No Discussion

Action: Passed by voice vote

DISCUSSION ITEMS

Tab 5: Update on OWTD September 30th Report- by Reese Fullerton, Executive Director, OWTD

- Mr. Fullerton addressed the Executive Committee regarding the report that will, upon completion, be presented to the Governor. He explained the report, and the principles behind the report.

Discussion and Questions Followed

Tab 6: Conflict of Interest Questionnaire Update- by Bob Davey

- Mr. Davey asked the Committees' opinion on admonishing those Board members that do not return a Conflict of Interest Questionnaire to MRCOG.
- The Committee agreed with Mr. Davey's suggestion, stating that all members must return a questionnaire.

Tab 7a: Status of PY01 State/Federal Audit- by Lawrence Rael

- Mr. Rael explained that the PY01 Audit is now resolved pending a few outstanding issues.
- The two outstanding issues are now at the state level for resolution.
- MRCOG will keep the Committee updated on all audit issues.

Discussion and Questions Followed

Tab 7b: Status of PY02 Single Internal Audit- by Lawrence Rael

- Mr. Rael explained that the internal audit by Hinkle and Landers has been approved by the state auditor and can now be distributed.
- The audit was distributed to the Committee.
- Most of the findings with this internal audit are issues that pertain to the previous AE and providers.

Discussion and Questions Followed

Tab 8: Five-Year Plan- by Adrienne Smith

- Both the current Five-Year plan and the 2004 Draft were distributed to the Committee for their comments. Comments are to be emailed to Ms. Smith by October 21, 2004.

REPORTS

Administrative Reports- by Adrienne Smith, Lawrence Rael and Bob Davey

- New signage is up at each One-Stop.
- "Gobs of Jobs" job fair will take place on October 26, 2004.
- The next Partners Kick-Off breakfast is scheduled for October 19th. This Partners meeting will be held in Valencia County at UNM Valencia, and will feature signing of a Partner MOU with WCCNM.

Committee Reports

- **Youth Council-** by Bob Davey and Adrienne Smith
 - The next Youth Council Meeting is scheduled for October 14, 2004.
 - At the October meeting the Youth Council will make a decision on the About Face! National Guard grant, and is currently looking at references from other states that have implemented the program.
- **Performance and Monitoring-** by Virginia Murphy
 - The Committee has been meeting on a monthly basis to review performance measures and benchmark report plans from YDI and DOL.
 - The next meeting is scheduled for 2:30, September 13th.
 - The Committee is finally making good progress.
- **Training and Service Provider-** by Adrienne Smith for Judy Le Jeune
 - The Committee has been meeting on a monthly basis to review and help clean up the eligible training provider list.
 - The next meeting is scheduled for 3:00, October 21st.
 - Certification and Re-Certification of eligible training providers is an ongoing task.
 - This committee hopes to make recommendations on establishing local requirements for eligible training providers.
- **Business Outreach Committee-** by Adrienne Smith for Martin Candelaria
 - The Committees next meeting is today, October 7, at 3:00 pm.
 - Many community and business leaders have been invited to this meeting to discuss WCCNM business outreach efforts and future endeavors.

PUBLIC COMMENT

Public Comments- none

- Mike Swisher would like a one sheet breakout of outstanding issues pertaining to each audit.

ADJOURNMENT

Adjournment- 10:18 a.m.

Next Meeting-

Date: Thursday, November 4, 2004

Time: 7:45 am

Location: Mid-Region Council of Governments

A more detailed account of the meeting and discussions are available for review at the MRCOG offices at: 317 Commercial NE, Suite 104 Albuquerque, NM 87102